

# **City Council Meeting Packet**



**March 7, 2017**

## AGENDA

Norton City Council

March 7, 2017

6:00 P.M.

1. Roll Call
2. Invocation – Rev. Jim Wells
3. Pledge of Allegiance
4. Approval of Minutes
  1. Meeting of February 21, 2017
5. Audience for Visitors
6. Public Hearing:
  - A. A Public Hearing to Consider Financial Encumbrances, for the General Operating Fund in the Amount of \$91,171, for the Year Ending June 30, 2016.
    1. Public Hearing
    2. Consideration by City Council
7. New Business
  - A. Consideration of a Special Use Permit to Allow for the Installation of a Fence.
  - B. Request by Pathfinders Outdoor Adventures, LLC to Amend a Special Use Permit Allowing Use of the City's Firing Range.

- C. Request to Advertise A Public Hearing for a Proposed Community Development Block Grant (CDBG) Proposal to be Submitted to the Virginia Department of Housing and Community Development for a Downtown Revitalization Project.
  - D. Confirmation of a Check(s)/Transfer(s) in Excess of \$100,000.
  - E. Closed Meeting for Discussion or Consideration of the Acquisition of Real Property for a Public Purpose, or of the Disposition of Publically Held Real Property, Where Discussion in an Open Meeting Would Adversely Affect the Bargaining Position or Negotiating Strategy of the Public Body as Per Section 2.2-3711 (A) (3) of the City of Virginia, as Amended.
8. Comments by the City Manager, City Attorney, and City Council.
9. Adjournment.

The regularly scheduled meeting of the Norton City Council was held on Tuesday, February 21, 2017, at 6:00 p.m., in the Municipal Council Chambers with Mayor William Mays presiding.

Present: Mark Caruso, William Mays, Joseph Fawbush, Robert Fultz, Jr., and Dee Belcher

Also Present: Fred L. Ramey, Jr., City Manager

At this time, Mayor Mays stated he would like City Council to consider amending the agenda to include under Item 7-G-1 a proposed partnership agreement between the Southwest Virginia Children's Advocacy Center (CAC) and the City's Department of Social Services.

Upon a motion by Councilman Fawbush, seconded by Councilman Fultz, and passed by unanimous vote, Council moved to amend the agenda to include the proposed partnership agreement between the two entities.

The invocation was given by Boy Scout Troop 301 Life Scout Chaplain Dominic Sluss and was followed by the Pledge of Allegiance led by Boy Scout Troop 301. Troop 301 then recited the Scout's Oath and Law for Council.

Upon a motion by Councilman Fawbush, seconded by Councilwoman Belcher, and passed by unanimous vote, Council moved to adopt the minutes of the February 7, 2017, meeting as presented.

There was no one present for the Audience for Visitors.

A public hearing was held to solicit public input on local community development and housing needs in relation to Community Development Block Grant (CDBG) funding for a project in the City.

Mr. Ramey explained Virginia's CDBG funds are administered through the Virginia Department of Housing and Community Development (DHCD), and in 2017, DHCD will have multiple programs available for funding under the Competitive Grant. In order for the City to use Competitive Grant funding, the City will need to meet three national objectives and the project must be categorized under one of DHCD's five primary project types which include: Economic Development, Housing, Community Facilities, Community Service Facilities, and Comprehensive Community Development. The City's most recent use of CDBG funds was the \$1,000,000 Josephine Sewer project. However, the City has utilized this type of CDBG funding in the past for the Laurel Trails Subdivision, downtown revitalization, and other water and sewer projects in the City.

There were no comments from Council prior to the public hearing.

Mayor Mays opened the public hearing.

There being no public input, Mayor Mays closed the public hearing.

There were no comments from Council.

Mr. Ramey advised the City will hold another public hearing in March to complete DHCD requirements and will name a project at that time to apply for potential CDBG funding.

Council had been given a copy of A Resolution in Support of the Thomas Jefferson International Dark Skies Park Designation.

Mr. Ramey noted that Mr. Jack Kennedy originally requested support for this park designation. He then said Boy Scout Troop 301 was in attendance and Eagle Scout Candidate Daniel Rose would explain Troop 301's involvement and his efforts to have Bark Camp Lake designated as a Dark Skies Park.

Eagle Scout Candidate Daniel Rose said he, along with Mr. Jack Kennedy and the National Aeronautics and Space Administration (NASA) Develop have been working to create an International Dark Skies Park designation at Bark Camp Lake. Mr. Rose stated the purpose of the project is to protect the dark skies in the Bark Camp Lake area and to promote astrotourism. He explained that most dark sky designations are in the western United States and the International Dark Skies Association (IDA) is headquartered in Arizona. As part of the requirements for acceptance into the IDA and to receive the Dark Skies Park designation, the project must meet several requirements and two of these are a letters of support and resolutions from area stakeholders.

Upon a motion by Councilman Caruso, seconded by Councilwoman Belcher, and passed by unanimous vote, Council moved to adopt A Resolution in Support of the Thomas Jefferson International Dark Skies Park Designation. (Insert)

The City Manager advised that the City has received a request from Norton City Schools to consider a budget amendment for encumbrances of local carryover funds from the FY 2016 fiscal budget in the amount of \$2,654. Mr. Ramey explained this is a request that Council sees on an annual basis after the completion of the audit, and that Interim Superintendent Gina Wohlford was in attendance to answer any questions Council may have regarding the supplemental carryover request.

Upon a motion by Councilman Caruso, seconded by Councilman Fawbush, and passed by unanimous roll call vote, Council moved to approve the supplemental carryover of FY 2016 local funds from Norton City Schools in the amount of \$2,654.

In their packets, Council had been given a list of encumbrances as of June 30, 2016 for the General Operating Fund to be carried over in the 2016-2017 budget in the amount of \$97,171. Mr. Ramey advised that since the amount is over one percent of the budget he is seeking permission to advertise a public hearing to carry over this money.

Upon a motion by Councilman Fawbush, seconded by Councilman Caruso, and passed by unanimous vote, Council authorized the City Manager to advertise a public hearing to cover encumbrances in the amount of \$97,171.

Mr. Ramey advised the City has been working closely with Norton Rescue Squad since 2013 to ensure the viability of emergency services to Norton citizens. As a result of the relationship with the Norton Rescue Squad, an independent board was established to oversee the management of the organization and the City has been providing financial and accounting services as a result of the Memorandum of Understanding between the two

entities. The City Administration is requesting additional funding in the amount of \$12,500 to keep Norton Rescue Squad moving forward and the money will only be transferred as a documented need arises.

At this time, Vice Mayor Fawbush took over the proceeding due to the Mayor's newly appointed position to the Norton Rescue Squad Board.

Upon a motion by Councilman Fultz, seconded by Councilwoman Belcher, and passed by the following roll call vote: YES – Caruso, Fultz, Belcher, NO – None, ABSENT – None, ABSTAIN – Caruso, Mays, Council approved a budget amendment for additional funding in the amount of \$12,500 from unappropriated reserves as needed.

At this time, Mayor Mays presided over the meeting again. Council packets contained a request from the Commissioner of Revenue to refund erroneously assessed 2016 real estate taxes to: Justin Leach, 311 Colony Court, in the amount of \$114.30.

Mayor Mays stated the Commissioner's refund submission to Council noted two different amounts and clarified that the correct refund amount is \$114.30 and not the erroneous \$144.30 as also noted on the submission.

Upon a motion by Councilman Fawbush, seconded by Councilwoman Belcher, and passed by unanimous roll call vote, Council authorized a refund for erroneously assessed 2016 real estate taxes to: Justin Leach, 311 Colony Court, in the amount of \$114.30.

Council had been presented in their packets with A Resolution in Support of Working Collaboratively with the Counties of Wise, Lee, Scott, and Dickenson to Develop a Plan for Regional Economic Development Efforts.

Mr. Ramey said for the past two years the LENOWISCO Planning District Commission Board of Directors has been discussing the need to work regionally on larger economic development projects. In 2016, due to the efforts of LENOWISCO, administrators and economic developers from each of the member localities came together to discuss the possible interest of working together on regional projects. Afterwards, several towns and Dickenson County, who are outside the LENOWISCO Planning District, showed an interest in working together regionally and asked to participate in the meetings. Meetings have also included state and federal legislators, either in person or by staff representation, and all participants have indicated a desire to continue meeting to discuss working jointly on specific or multiple economic development projects throughout the region. Everyone involved in these meetings believes there is an immediate need to work cooperatively on a regional level which may provide more funding for projects and allow for potential assessment of revenue sharing between entities. The proposed resolution is to confirm that each legislative board is supportive of continued meetings and is receptive to potential projects from this group that will work collaboratively on regional economic development efforts. Each locality would have the option to be included or excluded from a potential project, and each project will require the approval of each governing board for that locality to participate in the project.

After a brief discussion and upon a motion by Councilman Fawbush, seconded by Councilwoman Belcher, and passed by unanimous roll call vote, Council moved to adopt A Resolution in Support of Working Collaboratively with the Counties of Wise, Lee, Scott, and Dickenson to develop a plan for regional economic development efforts.  
(Insert)

Council had one transfer to confirm. This transfer was to Norton City Schools, dated January 27, 2017, in the amount of \$100,000 to cover payroll expenditures.

Upon a motion by Councilman Fawbush, seconded by Councilman Caruso, and passed by the following unanimous roll call vote: YES – Caruso, Fultz, Fawbush, Belcher, Mays, NO – None, ABSENT – None, Council moved to confirm the transfer to Norton City Schools as stated above.

Mr. Ramey advised that City Administration has received a proposed partnership agreement between the Southwest Virginia Children’s Advocacy Center (CAC) and the City’s Department of Social Services. This type of agreement is required by many granting or oversight agencies and is similar to other agreements Council has approved previously. Mr. Ramey said Mr. Bradshaw has reviewed the document and recommends that City Council approve the agreement annually.

After a brief discussion and upon a motion by Councilwoman Belcher, seconded by Councilman Caruso, and passed by unanimous vote, Council moved to authorize the City Manager to sign the agreement between the Southwest Virginia Children’s Advocacy Center and the Norton Department of Social Services.

Upon a motion by Councilman Fawbush, seconded by Councilwoman Belcher, and passed by unanimous roll call vote, Council moved to go into closed meeting for discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publically held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body as per Section 2.2-3711 (A) (3) of the Code of Virginia, as amended.

Mayor Mays declared Council in closed meeting.

Upon a motion by Councilman Caruso, seconded by Councilman Fawbush, and passed by unanimous vote, Council moved to go back into open meeting.

Mayor Mays declared Council back in open meeting.

The Clerk polled each member of Council as to the Certification of Closed Meeting with each answering yes. The Clerk then read a Resolution of the Certification of Closed Meeting.

Upon a motion by Councilman Caruso, seconded by Councilman Fawbush, and passed by unanimous vote, Council moved to adopt A Resolution of the Certification of Closed Meeting. (Insert)

At this time, Mayor Mays asked if there was a motion on the floor,

Councilman Caruso made a motion to adopt a Resolution of Support for a Norton Industrial Development Authority Application to the Industrial Revitalization Fund (IRF) for Improvements to the Former Goad Property, 815 Park Avenue, S.W. for Improvements Connected to the City’s Downtown Revitalization Master Plan. In addition, the City Manager or Mayor is authorized to sign and submit any appropriate documents related to the submittal of the Industrial Revitalization Fund proposal. The motion was seconded by Councilman Fawbush, passed by unanimous vote, and Council adopted the Resolution of

Support for a Norton Industrial Development Authority Application to the Industrial Revitalization Fund (IRF) for Improvements to the Former Goad Property for Improvements Connected to the City's Downtown Revitalization Master Plan. In addition, the City Manager or Mayor is authorized to sign and submit any appropriate documents related to the submittal of the Industrial Revitalization Fund proposal. (Insert)

In comments from the City Manager, Mr. Ramey advised the following:

Mr. Ramey reminded Council the Downtown Design Workshop Open House is scheduled for 5:30 p.m., tomorrow, in the City Council Chambers.

The latest Retail Sales Report had been placed at each member's desk.

Mr. Ramey gave Council a copy of the Norton County, Kansas, magazine that serves Norton County, Kansas, and the City of Norton, Kansas. He said the editor of the magazine contacted him over a year ago and wanted to compare two cities that share the same name as City of Norton, Kansas. Out of several cities across the country, the editor chose the City of Norton, Virginia, for the comparison to the City of Norton, Kansas. The article is on page 4 of the publication and the similarities between the two cities are interesting.

The Capital Improvement Plan Work Session is scheduled for 8:00 a.m., Saturday, March 11, 2017, and the Budget Work Session is scheduled for 8:00 a.m., Saturday, April 1, 2017.

Mr. Ramey gave each Council member a Flag Rock Recreation Area vehicle window sticker and said he hopes one of the downtown businesses will begin selling the stickers.

In comments from Council:

Councilman Caruso thanked Jeff Shupe, Director of Finance, for the accounting work he performed to set up accounting system for the Norton Rescue Squad. Having a budget will allow the Norton Rescue Squad Board to make monetary projections in the future and his goal is to announce to Council that the Norton Rescue Squad is self-sufficient.

Councilman Fultz said he is excited about the Downtown Design Workshop and the potential to revitalize downtown. Boy Scout Troop 301's attendance tonight caused him to realize 20 years forward that Council is building a future for the kids that were present at tonight's meeting. Thoughts of building the City for present and future generations to enjoy is rewarding.

Councilwoman Belcher concurred with Councilman Fultz and said the number of kids involved with the scouts and learning to become good citizens gives her hope for a brighter future.

She is looking forward to the Design Workshop Open House tomorrow and will be at the meeting as soon as the Planning District One meeting adjourned.

Councilman Fawbush concurred with each Council Member's comments and said the Design Workshop brings citizens together to include everyone's opinion about the direction of the City and generates a positive outlook. He said he believes the City does

have a bright future and he hopes the workshop is well attended. He said the City has a great administration and he appreciates all their hard work including all the weekend and evening hours working to toward building a brighter future for the City of Norton.

He announced the City's second floor conference room is reserved for 4:30 p.m., Thursday, February 23, 2017, for a Woodbooger meeting to discuss the Woodbooger event in the fall. Everyone is welcome to attend.

Mayor Mays remarked that he will be late for the Design Workshop meeting and he is looking forward to the meeting.

He said he concurs with Council on their thoughts of Boy Scout Troop 301 and what he saw at tonight's meeting was future leaders.

There being no further business to come before Council, the meeting adjourned.

CITY OF NORTON, VIRGINIA

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William Mays, Mayor

ATTEST:

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Rebecca K. Coffey, Clerk of Council



February 22, 2017

## NOTICE OF PUBLIC HEARING

The City Council of the City of Norton, Virginia will hold a public hearing on Tuesday, March 7, 2017 at 6:00 p.m. in the Municipal Council Chambers located at 618 Virginia Avenue, N.W., Norton, Virginia. The purpose of the hearing is to consider financial encumbrances for the year ended June 30, 2016 in the amount of \$97,171 for the General Operating Fund. A detailed listing of the encumbrances will be available for inspection Monday through Friday between 8:30 A.M. and 5:00 P.M. in the City Manager's Office or available at [www.nortonva.gov](http://www.nortonva.gov). All attendance and comments at the meeting are encouraged and welcome.

Fred L. Ramey, Jr.

City Manager

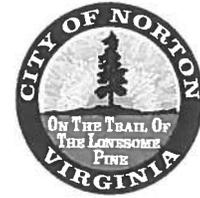
*This institution is an equal opportunity provider and employer.*

TO THE COALFIELD:

Please run in the Friday, February 24<sup>th</sup> and the Tuesday, February 28<sup>th</sup> editions of the Coalfield.

Encumbrances  
30-Jun-16

Description (Vendor)	<u>Amount</u>	
Fireworks Display (Pyrotecnico)	\$ 6,000	Parks and Recreation
Safe Routes to School (Local Funding)	\$ 91,171	Street Department
Total	<hr/> <u>\$ 97,171</u>	



# Inter-Office Memo

**To:** Mayor and City Council  
**From:** Fred L. Ramey, Jr., City Manager *FR*  
**CC:**  
**Date:** March 7, 2017  
**Re:** Request for a Special Use Permit

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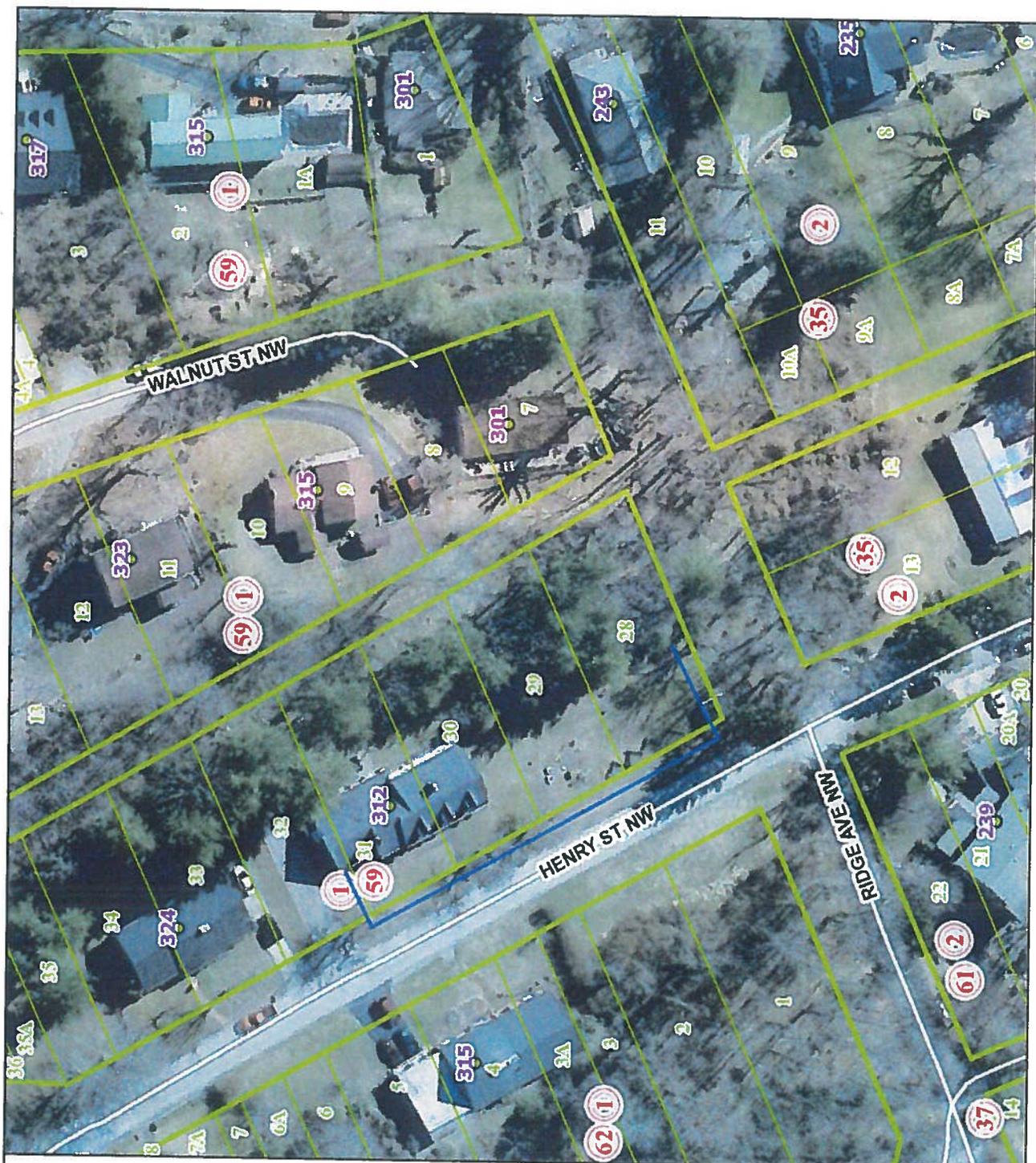
At the March 7<sup>th</sup> City Council meeting, Shawn Lindsey of 312 Henry Street NW, will request Council's permission to install a fence on City right-of-way as identified in the attached map (green represents estimated parcel line and blue represents the proposed fence). We will have pictures available for City Council's review prior to consideration.

Thank You.

# City of Norton, Virginia

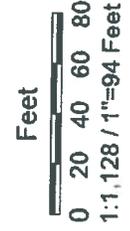
## Legend

-  City Boundary
-  Parcel Boundaries
-  Section Boundaries
-  Block Boundaries
- Roads (12,000)
- US Highway Primary
- State Highway Primary
- Secondary
- Roads (12,000)
- US Highway Primary
- State Highway Primary
- Secondary
- Site Address Labels
- Site Addresses
- Railroads



**Title: Fence**

**Date: 2/21/2017**



*DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and City of Norton is not responsible for its accuracy or how current it may be.*

**CITY OF NORTON**  
**SPECIAL USE PERMIT**

Pursuant to the authority of the City Council of the City of Norton, Virginia, at a meeting of July 28, 2009, the City Council of the City of Norton, Virginia hereby grants to Pathfinders Outdoor Adventures, LLC (Pathfinders OA, LLC) a revocable permit to utilize the City of Norton Firing Range to conduct firearms training and classes.

The permit granted to Pathfinders OA, LLC is confined to the use of the property for the stated purpose and no other. Pathfinders OA, LLC agrees to the following conditions:

1. Pathfinders OA, LLC covenants not to sue and shall indemnify, defend and hold the City and its employees, agents, representatives and officers (the "Indemnified Parties") harmless from and against any and all actions, claims, demands, suits or costs in any way connected with the activities of Pathfinders OA, LLC in exercising the privileges granted by this permit.
2. In addition to the foregoing, Pathfinders OA, LLC shall at all times maintain in full force and effect a policy of liability insurance with coverage limits of not less than one million dollars (\$1,000,000.00) per occurrence for personal injury and property damage, and shall provide the City with a current certificate of coverage, which certificate shall name the Indemnified Parties as additional insureds.
3. Each person receiving firearms training at the Firing Range shall be required to enter into an Indemnification Agreement in the form attached hereto as Exhibit A and made a part hereof. Pathfinders OA, LLC shall furnish copies of the executed Indemnification Agreements to the City.
4. Firearms training shall be conducted only by properly certified instructors. Current copies of certifications shall be furnished to the City.
5. Pathfinders OA, LLC shall at all times comply with all local, state and federal laws, rules and regulations as they may affect its use of or operations at the Firing Range, including but not limited to land use, zoning and licensing and safety regulations of any entity having jurisdiction.

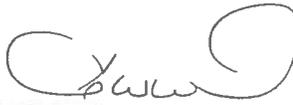
Pathfinders OA, LLC shall be authorized to use said property on a monthly basis for a prepaid fee of \$30.00 for each time of use provided that the use of said property is scheduled in advance with the City and it in no way conflicts with any City usage. Pathfinders OA, LLC shall

not be authorized to alter, change, or modify said property without the consent of the City Manager and shall maintain the property after each time it is used. Further, the City makes no other representations to Pathfinders OA, LLC and is in no way responsible for any assurances other than that previously stated.

This is a revocable permit and the City Council through its designee the City Manager may revoke said permit by providing Pathfinders OA, LLC thirty (30) days written notice at which time said permit shall be revoked.

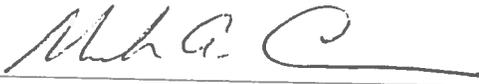
Given under my hand this 30<sup>th</sup> day of July, 2009.

City of Norton, Virginia

By:   
\_\_\_\_\_  
E. W. Ward, City Manager

AGREED:

PATHFINDERS OUTDOOR ADVENTURES, LLC

By:   
\_\_\_\_\_  
Authorized Representative

## FIRING RANGE USE INDEMNIFICATION AGREEMENT

The undersigned (and on behalf of my heirs, personal representatives, successors and assigns), for and in consideration of the opportunity to participate in firearms safety training on property owned by the City of Norton, Virginia ("City"), the receipt and adequacy of which are hereby acknowledged, agrees not to sue and to defend, indemnify and hold the City and its respective Officers, Affiliates, Employees, and Agents (Indemnified Parties) harmless from any claims and demands, rights and causes of action of any kind whatsoever which I or any other person may have in any way resulting from, arising out of or in connection with my participation in any such activity.

I agree and understand that this Agreement extends to any and all claims I have or may have against the Indemnified Parties, whether such claims result from negligence (except willful negligence) on the part of any or all of the Indemnified Parties, with respect to the activities or with respect to the conditions, qualifications, instructions, rules, or procedures under which the activities are conducted, or from any other cause. I understand that this means I agree not to sue and to defend, indemnify and hold harmless any or all of the Indemnified Parties for any injury to third parties, myself or my property during or in connection with said activities.

I hereby declare that I am experienced in and familiar with the use of firearms and fully understand the risks and dangers inherent in firearms use. I am voluntarily participating in the activities and I expressly agree to assume sole responsibility for the safe and successful use of my firearms and to provide indemnification for entire risk of any accidents or personal injury, including death, which I or third parties might suffer as a result of my participation in the activity even if such risks result from negligence (except willful negligence) on the part of any or all of the Indemnified Parties.

By signing this Agreement, I certify that I have read this Agreement and fully understand it, and that I am not relying on any statements or representations of anyone indemnified thereby.

Date: \_\_\_\_\_

8/4/09

Participant's Signature: \_\_\_\_\_

*Mark A. Ceruso*

Participant's Name (Print): \_\_\_\_\_

Mark A. Ceruso





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
02/02/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b>  Lockton Affinity, LLC P.O. Box 874952 Kansas City, MO 64187-4952	<b>CONTACT NAME:</b> Lockton Affinity, LLC <b>PHONE (A/C, No, Ext):</b> 877-672-3006 <b>E-MAIL ADDRESS:</b>	<b>FAX (A/C, No):</b> 913-652-7599													
	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: Certain Underwriter's at Lloyd's, London</td> <td>AA1122000</td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Certain Underwriter's at Lloyd's, London	AA1122000	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:
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INSURER C:															
INSURER D:															
INSURER E:															
INSURER F:															

**INSURED**  
**MARK A. CARUSO**  
 534 Park Ave. NW  
 NORTON, VA 24273-0297

### COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Professional Liab. GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	Y		121077752	01/02/2017	01/02/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

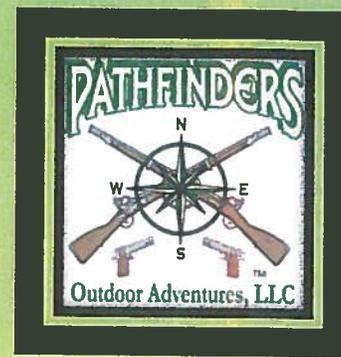
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The NAIC number shown above is the Alien Insurer Identification Number (AIIN) assigned by the National Association of Insurance Commissioners (NAIC)

<b>CERTIFICATE HOLDER</b>  1077752 Pathfinders Outdoor Adventure, LLC 534 Park Ave. Norton, VA 24273	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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# Pathfinders Outdoor Adventures, LLC Range Operations Proposal



## PATHFINDERS

[www.pathfindersoa.com](http://www.pathfindersoa.com)

Mark A. Caruso

Pathfinders

2/28/2017



PATHFINDERS OUTDOOR ADVENTURES, LLC  
534 Park Ave.  
Norton, Virginia 24273  
[mac@pathfindersoa.com](mailto:mac@pathfindersoa.com)  
276-219-4001



1. **Proposal:** Modify the existing Special Use Permit between the City of Norton and Pathfinders Outdoor Adventures, LLC to allow Pathfinders to provide limited public access to the Norton City Range, expand range opportunities for competitions, and improve range facilities.

2. **Proposal Goals:**

- a. Increase public access to a safe shooting environment
- b. Improve firearms safety in the community
- c. Improve shooting facilities at the Norton City Range
- d. Open the range for Rifle, Pistol, Shotgun and Archery activities
- e. Bring non-resident shooting enthusiasts to the City
- f. Conduct competitive shooting activities that will increase group or individual visits to the City

3. **Discussion: Pathfinders Outdoor Adventures, LLC has been conducting range operations at the Norton City Range under an agreement that limits Pathfinders to conducting "training" only. Pathfinders has, without incident, safely conducted range operations at the Norton City Range for over 5 years.**

- a. Pathfinders proposes that the existing Special Use Permit be amended to allow Pathfinders to conduct "training, public shooting activities and Competitions".
- b. In addition, we propose that the Special Use Permit be amended to add that "Pathfinders may, at the discretion of City Administration, make range improvements".
- c. Fixed improvements would belong to the City should the Special Use Permit be terminated.
- d. Pathfinders would continue to carry the required insurances. The City will continue to be named as the Additional Insured.
- e. Pathfinders will strive to provide several limited public shooting opportunities each month.
- f. The range would only be open to those members of the public who join the Pathfinder / NRA Gun Club, have taken a certified Pathfinders or NRA firearms training course, or are members of a law enforcement organization.
- g. The range would only open if NRA certified Range Safety Officers, familiar with the rules applicable to the Norton City Range, are



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534 Park Ave.  
Norton, Virginia 24273  
[mac@pathfindersoa.com](mailto:mac@pathfindersoa.com)  
276-219-4001



available to supervise range activities and ensure range rules are followed.

- h. Pathfinders will post Club /public shoot days on the Pathfinder Web Site.
- i. Pathfinders recognizes that training activities of the Norton Police Department would take precedent over all Pathfinder activities.
- j. Pathfinders would work with the NPD to develop the range in a way that would protect and enhance NPD's training and readiness.
- k. Pathfinder's would continue to pay a \$30 fee for training classes that last 3-5 hours and will pay a \$50 fee for a full day of shooting activities not related to training classes.
- l. Pathfinders will submit to NPD a draft calendar of all proposed all range activities for NPD review and approval. Pathfinders will also provide to NPD monthly reports related to each activity that details the type of event and the number of attendees.
- m. Pathfinders requests a key to the range gate. Pathfinders will maintain strict control of the range key and maintain a key control and personnel access log. Pathfinders will notify the NPD on days when shooting activities are taking place. Pathfinders will provide the NPD a roster of authorized Range Safety Officers that may be issued the key.

**4. Proposal Timeline:**

**February**

- o Pathfinders submits a proposal to modify the existing Special Use Permit

**March**

- o City Council approves the Special Use Permit modifications and empowers the City Manager to issue a new Special Use Permit to Pathfinders
- o Pathfinders is issued a new special use permit
- o Pathfinders is issued a key to the range
- o Pathfinders begins working with City Administration to make range improvements
- o Pathfinders initiates the Gun Club concept and seeks membership



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- Pathfinders notifies the NRA of the range agreement and seeks guidance on grants and advice from NRA range development experts
- Pathfinders trains additional NRA certified Safety Personnel
- Pathfinders will submit to NPD a draft calendar of all proposed range activities for NPD review and approval. Pathfinders will also provide to NPD monthly reports related to each activity that details the type of event and the number of attendees
- Pathfinders continues training activities at the Norton City Range

**April**

- Pathfinders develops Risk Management Worksheets for all proposed range activities
- Pathfinders publishes a range activities calendar
- Pathfinders provides City Administration a Long-Term Range Development Document that describes potential range improvements and associated costs
- Pathfinders continues range improvements
- Pathfinders begin limited public shooting activities

**Mark A. Caruso**  
**Carol B. Caruso**  
**Owners**  
**Pathfinders Outdoor Adventures, LLC**  
**Norton, Virginia 24273**

# Inter-Office Memo



**To:** Mayor and City Council  
**From:** Fred L. Ramey, Jr., City Manager *FR*  
**CC:**  
**Date:** March 7, 2017  
**Re:** Permission to Advertise Public Hearing

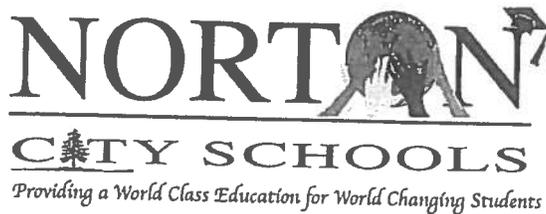
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At the February 21<sup>st</sup> City Council meeting, Council held the first of two required public hearings related to a potential Community Development Block Grant application to the Virginia Department of Housing and Community Development. I would like to request permission to advertise the second required public hearing for the March 21<sup>st</sup> Council meeting at which time we plan to propose a project related to our Downtown Revitalization Master Plan.

Thank You.

**SCHOOL BOARD**

Sherry Adams, Chairperson  
Mark Leonard, Vice-Chairperson  
Carol Caruso  
April Fletcher  
Joseph Stallard

**DIVISION SUPERINTENDENT**

Keith Perrigan, Ed.D.  
kperrigan@nortoncityschools.org  
Phone 276.679.2330  
Fax 276.679.4315

TO: Jeff Shupe, Director of Finance  
FROM: Tamrya Spradlin, Supervisor of Finance   
SUBJECT: Request For Funds  
DATE: February 9, 2017

Norton City Schools requests a deposit of City Funds in the amount of \$100,000 to cover February 13, 2017 accounts payable expenditures.

Thank you!